

Harford County Government-Dept of Public Works
Stormwater Management Plan Transmittal-Part 1

Project Number: _____ SWM Plan Name: _____

ENG Firm: _____ Phone No: _____

Contact Person/Eng: _____ E-mail address: _____

<input checked="" type="checkbox"/>	SUBMITTAL TYPE (Check all that apply)	REQUIRED PACKAGE	DATE IN	DPW INITIALS	REV ID	TARGET W/O SIG	TARGET W/SIG	DATE OUT
<input type="checkbox"/>	Fee Authorization Letter	Signed Fee Authorization Letter (signed by corporate officer, property owner, contract purchaser, or tenant) and proof of ownership, purchase contract, or lease copy						
<input type="checkbox"/>	Proof of Ownership or Lease	Real property assessment record, copy of recorded deed or tax bill, copy of executed purchase contract executed settlement statement or executed lease agreement Executed Operating Agreement showing authorized Members if developer entity is an LLC.						
<input type="checkbox"/>	CONCEPT PLAN	5 folded SWM plan copy sets with 5 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 SWM Concept Plan checklist Fee Authorization Letter (if not previously submitted) and Proof of ownership (see above)						
<input type="checkbox"/>	CONCEPT PLAN SUBSEQUENT REVIEW	5 folded SWM plan copy sets with 5 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 folded markup SWM plan set (redlined comments) 1 markup computations (redlined comments) 1 markup Concept Plan checklist						
<input type="checkbox"/>	SITE DEVELOPMENT PLAN	5 folded SWM plan copy sets with 5 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 copy current Preliminary Plan Approval Letter 1 SWM Site Development Plan checklist 1 SWM Concept Plan approved checklist 1-request to prepare a SWM maintenance agreement DAC Waiver letter or DAC Meeting held						
<input type="checkbox"/>	SITE DEVELOPMENT PLAN SUBSEQUENT REVIEW	5 folded SWM plan copy sets with 5 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 folded markup SWM plan set (redlined comments) 1 markup computations (redlined comments) 1 marked-up checklist						

☐ **SCD for Pond Approval:**

☐ Reviewer Comments/Date:

☐ Reviewer Comments/Date:

☐ Reviewer Comments/Date:

☐ Reviewer Comments/Date:

☐ **Remarks→ See Back**

Harford County Government-Dept of Public Works
Stormwater Management Plan Transmittal-Part 2

Project Number: _____ SWM Plan Name: _____

ENG Firm: _____ Phone No: _____

Contact Person/Eng: _____ E-mail address: _____

<input checked="" type="checkbox"/>	SUBMITTAL TYPE (Check all that apply)	REQUIRED PACKAGE	DATE IN	DPW INITIALS	REV ID	TARGET W/O SIG	TARGET W/SIG	DATE OUT
<input type="checkbox"/>	Fee Authorization Letter	Signed Fee Authorization Letter (signed by corporate officer, property owner, contract purchaser, or tenant) and proof of ownership, purchase contract, or lease copy						
<input type="checkbox"/>	Proof of Ownership or Lease	Real property assessment record, copy of recorded deed or tax bill, copy of executed purchase contract, executed settlement statement or executed lease agreement Executed Operating Agreement showing authorized Members if developer entity is an LLC.						
<input type="checkbox"/>	FINAL PLAN	4 folded SWM plan copy sets with 4 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 copy Preliminary Plan Approval Letter 2 boring & geotech reports 1 Final Plan checklist 1 SWM Site Development Plan checklist marked approved Fee Authorization Letter & proof of ownership if not previously submitted (see above)						
<input type="checkbox"/>	FINAL PLAN SUBSEQUENT REVIEW	4 folded SWM plan copy sets with 4 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 folded markup SWM plan set (redlined comments) 1 markup computations (redlined comments)						
<input type="checkbox"/>	FINAL REVIEW	4 folded SWM plan copy sets with 4 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 folded markup SWM plan set (redlined comments) 1 rolled original SWM mylar set 1 SWM Final Plan checklist marked up 1 SWM Permit Application with original signatures 1 SWM maintenance agreement signed by owner Fee Authorization Letter & proof of ownership if not previously submitted (see above) DAC Meeting approval letter						
<input type="checkbox"/>	FINAL REVIEW SMALL POND APPROVAL	4 folded SWM plan copy sets with 4 sets of narratives 2 computation copy sets (1 additional set each of plan and computations if structural computations are submitted) 1 folded markup SWM plan set (redlined comments) 1 rolled original SWM mylar set 1 SWM Final Plan checklist marked up 1 O&M for MD 378 ponds 1 SWM Permit Application with original signatures 1 SWM maintenance agreement signed by owner DAC Meeting approval letter						
<input type="checkbox"/>	UPDATE <u>with</u> spec change	1 rolled original SWM mylar set with "UPDATE" Harford County signature block						
<input type="checkbox"/>	UPDATE <u>without</u> spec change	2 folded SWM plan copy sets 1 SWM Permit Application with original signatures						
<input type="checkbox"/>	Approved plans for Distribution	1 folded SWM plan copy set						
<input type="checkbox"/>	OTHER (Special Request)							

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Harford County Government-Dept of Public Works
Stormwater Management Plan Transmittal-Part 3

Project Number: _____ SWM Plan Name: _____

ENG Firm: _____ Phone No: _____

Contact Person/Eng: _____ E-mail address: _____

<input checked="" type="checkbox"/>	SUBMITTAL TYPE (Check all that apply)	REQUIRED PACKAGE	DATE IN	DPW INITIALS	REV ID	TARGET W/O SIG	TARGET W/SIG	DATE OUT
<input type="checkbox"/>	REVISION	1 rolled original SWM mylar set with revision description stated in revision block 2 sets of computations if computations are being revised OR 2 sets of computations if small pond approval is revised 1 additional set each of plan & computations if structural computations are submitted 2 folded SWM plan copy sets OR 2 folded SWM plan copy sets if small pond approval is revised						
<input type="checkbox"/>	REVISION SUBSEQUENT REVIEW	1 rolled original SWM mylar set with revision description stated in revision block 1 set of computations, if computations are being revised OR 2 sets of computations if small pond approval is revised 1 additional set each of plan & computations if structural computations are submitted 1 folded SWM plan copy set OR 2 folded SWM plan copy sets if small pond approval is revised 1 folded markup SWM plan set (redlined comments)						
<input type="checkbox"/>	WAIVER FIRST REVIEW	2 folded SWM plan copy sets with or without computations 2 pre & post drainage area map copies 1 request letter stating type of waiver & required criteria met Fee Authorization Letter & Executed Operating Agreement showing authorized Members if Developer Entity is an LLC						
<input type="checkbox"/>	WAIVER SUBSEQUENT REVIEW	2 folded SWM plan copy sets with or without computations 2 pre & post drainage area map copies 1 request letter stating type of waiver & required criteria met 1 comments & markups						
<input type="checkbox"/>	EXEMPTION	2 folded SWM plan copy sets with or without computations 1 request letter stating type of exemption & reqd criteria met DAC Waiver letter or DAC Meeting held Fee Authorization Letter & Executed Operating Agreement showing authorized Members if Developer Entity is an LLC						
<input type="checkbox"/>	VARIANCE	2 folded SWM plan copy sets 1 request letter stating type of variance & required criteria met DAC Waiver letter or DAC Meeting held Fee Authorization Letter & Executed Operating Agreement showing authorized Members if Developer Entity is an LLC						
<input type="checkbox"/>	AS-BUILT FIRST REVIEW	1 rolled original SWM mylar set 1 folded SWM plan copy set 1 each hard copy geotech & compaction reports & set of photos 1 CD of geotech & compaction reports & set of photos 2 computation copy sets if computations change 1 MD-14 small pond approved 1 Copy of SWM Inspection report requesting AB submittal						
<input type="checkbox"/>	AS-BUILT SUBSEQUENT REVIEW	1 rolled original SWM mylar set 1 folded SWM plan copy set 1 each hard copy geotech & compaction reports & set of photos 1 CD of geotech & compaction reports & set of photos 2 computation copy sets if computations change 1 MD-14 small pond approved 1 folded markup SWM plan set (redlined comments)						
<input type="checkbox"/>	Approved plans for Distribution	1 folded SWM plan copy set						
<input type="checkbox"/>	OTHER (Special Request)							

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